

- **Institutions with more than one campus:** If your institution has more than one campus, each campus must comply independently with all of the *Clery Act* and the fire- and safety-related *HEA* requirements as described in this handbook. For the purpose of these requirements, consider an additional location a **separate campus** if it meets all of the following criteria:

- Your institution owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

Administrative personnel encompass a variety of individuals who may have some responsibility for the activities that take place at the location;

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Branch campus definition
citation
34 CFR 600.2

administrative personnel, for example, include a director, a building coordinator, a registrar or a secretary. If your institution owns or controls noncontiguous academic locations where students take a course or two and there are no administrative personnel on site, those are not separate campuses. They are noncampus locations and they are discussed later in this chapter under “How to Identify Your Noncampus Buildings or Property.”

Examples of separate campuses

- **Branch:** A branch campus is always a separate campus. **Branch campus** is a specific ED designation. It is defined as *a location of an institution that is geographically apart and independent of the main campus of the institution. A location of an institution is considered independent of the main campus if the location is permanent in nature, offers courses in educational programs leading to a degree or other recognized educational credential, has its own faculty and administrative or supervisory organization, and has its own budgetary and hiring authority.*
- **School:** A school is a division of an institution that is organized to give instruction of a defined type, such as a school of business, law, medicine or nursing. A school may be, but is not always, a separate campus. For example, if your institution has a school of law that is reasonably geographically contiguous with the main campus, include it as part of your main campus. If the school of law has an organized program of study, administrative personnel on-site and is not reasonably contiguous to the main campus, treat it as a separate campus. Note that if you have a beauty school or technology school, etc., with multiple locations that each function as a main campus, each campus must comply independently with *HEA* requirements.
- **Other locations:** Other institution-owned or -controlled locations may include satellite, extension or similar types of noncontiguous

sites that have an organized program of study and administrative personnel on-site.

- **Foreign locations:** A foreign location that a U.S. institution owns or controls that has an organized program of study and administrative personnel on-site is a separate campus.
- **Military bases:** If your institution has a written agreement giving it use of a defined space within the base, and the location otherwise meets the definition of a campus, it's a separate campus. If your school simply sends instructors to the base, it's not a separate campus.